

The Substation

THE SUBSTATION GALLERY

The Gallery exhibits projects that are presented and supported by The Substation, and is also available for rental. As an arts space we want to be approachable, open, diverse and versatile, yet at the same time we want to challenge artists, and demand that they think carefully about what they want to do in our space, and how they are going to do it. Our mission is to nurture and support the artistic process, and especially to encourage and engage new artists; however, we do not want to be a space that is merely convenient. We have reinvented the Gallery, which now confronts the artist with certain propositions; moreover, we have implemented specific procedures for its use. We believe that these changes will define more clearly the identity and vision of The Substation Gallery as a contemporary and experimental arts space.

Contact us at:

The Substation

45 Armenian Street

Singapore 179936

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RATES FOR GALLERY RENTAL

Please note that arrangements for Gallery rental includes one extra free day for setting up and taking down the exhibition or project, and that additional fees for technicians may apply if assistance is required to set up or make repairs after use. Rental rates cover utility costs for the use of existing Gallery lighting and for air - conditioning. Rental rates do not cover tools, and materials for setting up, such as drills, hammers, nails, screws, tape, etc. If necessary, or upon request, The Substation can provide some items at a nominal charge. (All prices in Singapore dollars).

GALLERY REFUNDABLE DEPOSIT - \$150 (KNOWN ENTITY) / \$300 (UNKNOWN ENTITY OR COMMERCIAL)

ART GALLERY RATES Monday to Sunday 11am - 9pm	Daily Rate (S\$)	Package Rate (S\$)			
Artist / Artist Group <ul style="list-style-type: none"> • Exclude Technician • Inclusive of set-up and takedown • We will charge 5% commission on sales of artwork but not from catalog sales. 	150	580 (8 days)	800 (11 days)	1200 (14 days)	1500 (18 days)
Commercial <ul style="list-style-type: none"> • Exclude Technician • Inclusive of set-up and takedown 	350	1100 (8 days)	1500 (11 days)	2000 (14 days)	2500 (18 days)
Associate Artist	As per agreement with Artistic Co-Directors				
Technician (Per Person/Per Hour)	15				

Art Gallery Floor Area: 113 sqm

Basic Rental includes air-conditioning

Changes to the technician bookings 7 days before the bump-in date will be considered as additional bookings, no refund will be given and hirers will still be charged for the original technician bookings.

PROPOSAL GUIDELINES FOR RENTAL PROJECTS: In order to establish a stronger identity for The Substation Gallery, there has been a policy change regarding the rental of the space. We will now require proposals from those interested in renting the Gallery, and rental is subject to curatorial approval of the proposal. Proposals should be submitted early (we recommend at least 6 months before proposed dates of use). We plan to accommodate around 10 major rental projects a year (a major rental is one that lasts for one week or more).

What we require from the proposal are the following:

*A brief explanation of the concept of the project, and a brief description of the works.

*Supporting documents, which may include any of the following: CV; recommendations; catalogues, documentation or reviews of previous projects; images of previous or current work.

*A schedule that includes provision for setting up and taking down the project.

*An installation plan of how the works will be set up in the Gallery. This will include a diagram of which art works will be placed where, and should include, for example, requests to drill into the walls of the Gallery for the installation of art

works, or to use removable double-sided tape to mount photographs or drawings on the walls. At present there is no hanging system in the Gallery. The installation plan should include budget provisions for any repairs, and for Substation technician's fees, if they are to undertake any part of the installation.

*Full contact information, and a self-addressed and stamped envelope for the return of the proposal.

If there are any questions regarding proposal requirements, please contact The Substation.

GUIDELINES FOR SUBSTATION SUPPORTED OR PRESENTED PROJECTS: The Substation invites proposals for our curated projects and our ongoing visual arts programme. Projects presented by The Substation are those in which The Substation provides the venue and some funds for material and production costs, publicity and so on. Supported projects are those in which The Substation provides the venue. The specific details of these arrangements will be spelled out in the Artists Agreement, once the project is confirmed. Those interested are advised to meet with the Artistic Co-Directors or Project Managers to discuss the project briefly before submitting a proposal. What we require from the proposal are the following:

*A brief explanation of the concept of the project, and a brief description of the works.

*Supporting documents, which may include any of the following: CV; recommendations; catalogues, documentation or reviews of previous projects; images of previous or current work.

*A budget for the project.

*A schedule that includes provision for setting up and taking down the project.

*An installation plan of how the works will be set up in the Gallery. This will include a diagram of which art works will be placed where, and should include, for example, requests to drill into the walls of the Gallery for the installation of art works, or to use removable double-sided tape to mount photographs or drawings on the walls. At present there is no hanging system in the Gallery. The installation plan should include budget provisions for any repairs, and for Substation technician's fees, if they are to undertake any part of the installation.

*Full contact information, and a self-addressed and stamped envelope for the return of the proposal.

TECHNICAL GUIDELINES FOR USE OF THE GALLERY: the setting up and taking down of art works in the Gallery will be subject to supervision by The Substation. In particular, please note the following:

*Production Meeting: Hirer will have a production meeting with Technical Manager to discuss the technician requirements during set-up and take down.

*Technician: Rental is not inclusive of technician fees. Any changes to the technician booking 7 days before bump-in date is considered as additional booking, no refund will be given and hirer will still be charged for the original technician booking.

*Ceiling: The Gallery has a false ceiling that cannot be used to support hanging installations. For such installations, the large structural ceiling beams on the Armenian Street side of the Gallery may be considered.

*Damages: Damages to the Gallery that arise from neglect or misuse will be assessed and are chargeable to the Gallery user. Damages will be assessed during handover; they may include, for example, damages to the wall surface caused by using non-removable double-sided tape, or paint stains on the floor. Charges will depend on the extent of damages, but will be upwards of \$200.

*Drilling: For the purposes of the installation of art works, drilling of the walls, pillars or ceiling beams may be considered, but in all cases prior approval from The Substation is required, and provisions should be made to pay for repairs or damages. All drilling works will be undertaken by The Substation. Any unauthorised drilling or hammering of nails into walls, pillars, etc. will be considered as damage and chargeable to the Gallery user.

*Floor: The floor must be covered whenever there is any painting of the walls, the ceiling or any objects in the Gallery. Stains on the floor will be considered as damage. The floor cannot be painted, hammered or drilled into. We recommend that assembly of large works requiring sawing, hammering or painting of objects be undertaken in the Garden.

*Handover: At the conclusion of each project, a member of The Substation staff will file a report, assessing the condition of the Gallery to ensure that everything is in satisfactory condition. The Gallery walls and floor should be cleaned and patched up before handing over to The Substation. All flower bouquets, stands,

and large items of rubbish must be disposed of/ removed by the Gallery user when the exhibition is taken down. Otherwise, The Substation will levy a charge of \$30 per day that the rubbish is left on our premises, on top of a disposal fee.

*Painting: Painting the walls or pillars to another colour may be considered for an exhibition or project. Afterwards, the walls and pillars must be repainted back to the original white by the Gallery user, and during all painting works the floor must be covered; the repainting must be provided for in the project budget. All painting works will be supervised by The Substation.

*Reception: The reception area where drinks or food are served should not be sited inside the Gallery, unless integral to the exhibition or performance. Congratulatory flowers or gifts should also not be placed inside the Gallery. The food and drinks area can be sited in the garden or the main foyer; flowers can be placed in the main foyer.

*Repairs: Provisions for repairs should be included in project budgets. Repairs will be supervised, or when necessary, undertaken by The Substation. Repair costs may be chargeable to the Gallery user.

*Schedules and budgets: All projects should include schedules that clearly indicate adequate time to set up and take down, and provisions in their budgets to make any necessary repair works.

*Storage: The Gallery should not be used as a storage area during the closing hours of an exhibition.

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